

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	AMENDED Office Technician (Typing) (3 positions)
Position #:	051-641-1139-022 051-641-1139-014
Salary Range:	\$2686 - \$3264
Issue Date:	October 14, 2008
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 3301 C Street, Suite 705 Sacramento, CA 95816
Final Filing Date:	Statewide - Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

Under the direct supervision of a Principal Claim Auditor, the incumbent is responsible for performing duties in the Operations Agency Audits Bureau, which require a high degree of initiative, independence, and originality in completing assigned tasks.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Scan each contract/amendment for key data elements required by the SCO contract database; review and determine key data elements are in conformance with standard General Services contracting requirements; operate a personal computer using software to input data into the Contract Database system.
- Troubleshoot to find where the missing contract is; if appropriate contract cannot be ascertained, the contact agency or direct the responsible claim auditor to call the agency for resolution.
- Sort and prepare State Contracts for filing; instruct clerical staff and student assistants on timely filing of contracts and leases.
- Establish purging criteria for the Contracts/Leases; schedule purging dates and purge appropriate State Contracts/Leases in accordance with their established criteria; instruct clerical staff to prepare and box Contracts/ Leases for shipping to the State Record Center.
- Sort State Contracts out by agency and deliver them to the various audit units.
- Utilize standard office equipment that may include copying machine, facsimile equipment, multi-line telephone system, computer equipment, and ten-key adding machine.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Suite 418
Sacramento, CA 95814